



EXERCISE OF PRIVACY RIGHTS FORM

As of 27 October 2025

The Manila Electric Company (“MERALCO”) complies with Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012”, in collecting and handling your personal data.

We request for complete and accurate information to fully assist you in exercising your rights as a data subject under the Data Privacy Act of 2012.

We shall only use personal data provided in this form to address your request.

Please fill in the required fields below:

Full Name of Registered Customer	
<i>Full Name of Requesting Party and Relationship to the Registered Customer (if not same as above)</i>	
Customer Account Number	
Residential/ Mailing Address	
E-mail Address	
Contact Number	

Please indicate which Privacy Right/s you wish to exercise:

1. Right to Object This includes your right to object to processing your personal data, including processing for direct marketing, automated processing, or profiling.
(Kasama rito ang iyong karapatan na tumutol sa pagpoproseso ng iyong personal data, maging ang pagproseso nito para sa direct marketing, automated processing o profiling.)
2. Right to Correct/ Rectify This includes your right to dispute and correct any inaccuracy or error in the data that MERALCO holds about you.
(Kasama rito ang iyong karapatan na hindi sumang-ayon sa at ipabago ang anumang maling datos ng MERALCO tungkol sa’yo.)

- 3. Right to Block/Remove
This includes your right to suspend, withdraw or order the blocking, removal, or destruction of your personal data.
(Kasama rito ang iyong karapatan na suspendihin, bawiin, at iutos ang pagharang, pagtanggap, at pagbura sa iyong personal data.)

- 4. Right to File a Complaint
This includes your right to file a complaint if you feel that any of your data privacy rights have been violated.
(Kasama rito ang iyong karapatan na magsampa ng kung ang alinman sa iyong karapatan ukol sa data privacy ay nalabag.)

- 5. Right to Damages/ Indemnification
This includes your right to claim compensation if you suffered damages.
(Kasama rito ang iyong karapatan na humingi ng danyos kung ikaw ay napinsala.)

Please describe the incident which led to your request:

Once you have accomplished this form, please ensure that a signed copy of this form is sent either:

- a. *In a sealed envelope addressed to the following:*

MANILA ELECTRIC COMPANY
Data Privacy Office
ATTN: Data Protection Officer
Technical Services Building
MERALCO Compound, Ortigas Avenue
Barangay Ugong, Pasig City

- b. *Through e-mail:*

Email to: cdpo@meralco.com.ph
Email subject: DPO-Exercise of Privacy Rights

I certify that the information I have given in this form are true and accurate. I understand that it may be necessary for me to provide additional information in order for MERALCO to confirm my identity as a data subject. In the event that additional information is requested from me, I shall provide the same only upon the written request of MERALCO.

Signature	
Full Name	
Date	

NOTE: Please attach the following documents together with this form:

1. *Copy of one valid government-issued identification.*
2. *If requesting party is not the registered customer, an authorization letter from and copy of one valid government-issued identification of the registered customer.*
3. *Documents, photos, or screenshots of the incident you have encountered **(optional)**.*
4. *For Right to Damages/ Indemnification, other documents, photos, or screenshots peculiar to the data subject, which can be considered in our assessment **(optional)**.*

We will notify you of the outcome of your request through the contact information indicated above.